

National Aeronautics and  
Space Administration  
**Lyndon B. Johnson Space Center**  
2101 NASA Road 1  
Houston, Texas 77058-3696



Reply to Attn of: LF251-06

TO: NASA Change of Station Employees

FROM: NASA Centralized Travel Office

SUBJECT: Transition of Duties to the NASA Shared Services Center (NSSC)

The NASA Centralized Travel Office (CTO) functions will be transitioning to the NASA Shared Services Center (NSSC) effective March 1, 2006, including the Change of Station activity. **Our records indicate that you have an open Change of Station Authorization.** Employees with outstanding entitlements are encouraged to submit vouchers promptly so payment may be processed prior to the activity transition.

CTO will be processing vouchers received on or before February 16. Vouchers received after February 16 will be transitioned to the NSSC. NSSC will resume processing on March 1, 2006.

On March 1, 2006 employees should begin faxing Change of Station vouchers to the NSSC. The fax number for receiving vouchers is 1-866-779-NSSC.

If you have any questions on how to file a Change of Station Voucher the current CTO point of contacts are located <http://cfo.jsc.nasa.gov/CTO/pcs.htm>. If you are unable to access the website please contact Gwen Obert, 281-483-5805 or Nancy Porter, 281-244-9564.

June A. Boeckel